

9/29/15 8:00 AM Senior Design Suite Meeting Minutes

Agenda for today:

1. Someone needs to type up the summary of the transcript for Dr. Cohen and for Dr. Perry (we need to turn this in by Friday (10/2))
2. Lab Tour
3. Shop Orientation
4. Communication with the team

8:05 - Everyone here.

- Sally bought the 37 pin connector, should be here tomorrow.
- Our month is almost over, two weeks from today.
- Someone needs to type a summary of the transcript to email to Dr. Cohen and Dr. Perry by Friday, so Cohen can ok it.
- Mid-October-ish, another client meeting to update

8:07 - Meeting with Dr. Cohen on Thursday.

- 3:30 at Forney Hall.
- No meeting with Dr. Wolbrecht this week!
- Any additional questions?
 - Take dimensions
 - Updates that were mentioned
 - Can we take pictures?
- Austin put the solid model up on the drive
- Shop Orientation? Jacquelin is already done, it's best if all of us do it. Set up with Dillon Savage for some time in the next two weeks.

8:11 - Communication

- Austin's number is just for texting.
- Perry sent an email explaining the group email set up for us.
- Be sure that we can all make it to meetings, especially client meetings. Find available times, pick one the whole team can make.
- Everything needs to be done through email and Google Drive.
- Start keeping track of assembly status
- Also due Friday, Budget!

8:15 - Budget

- Molly needs figures from Dr. Cohen for us to buy things.
- Anything we order should be shipped to the ME dept
- Molly needs to approve it
- Easier to fill out the credit card ordering form than to get reimbursed.
- Austin will put form and info sheet on drive
- Fill out sheet, Austin checks out card, buys thing, returns card.

For Next time:

- Thursday
 - Meet with Dr. Cohen
 - Questions
 - Take dimensions
 - Updates that were mentioned
 - Can we take pictures?
- Friday
 - Budget - Ask Dr. Cohen on Thursday
 - Transcript summary - Sally Mei
- Eventually
 - Shop orientation